

Professional and Managerial Branch  
Planning Group  
Community Development Series

**COMMUNITY & HUMAN DEVELOPMENT DIRECTOR**

04/04 (AIS)

**General Purpose**

Under administrative direction, directs, implements and supervises the City's community and human development department in administering various programs to assist and create viable neighborhoods primarily for low and moderate income persons.

**Typical Duties**

Plan, organize, manage and direct the planning and implementation of public facilities and infrastructure development; housing program and social services activities as related to federal and state funding. Involves: Oversee and assign work that ensures timely and legally compliant provision of services. Ensure compliance with Housing and Urban Development (HUD) regulations and expenditure of federal funds. Oversee various stages of development ranging from planning, environmental, acquisition, relocation, design, procurement, construction and change orders. Explore methods for improving the neighborhood revitalization process by developing plans and programs that are new and innovative. Manage priorities and progress of projects and activities.

Plan, design, implement and review department short- and long-term goals and priorities. Involves: Develop and manage annual department budget. Manage, oversee and disburse large dollar grant funds. Monitor and approve expenditures. Collect and analyze data. Prepare a variety of reports regarding department activities, accomplishments and goals for local, state and federal government as required. Implement and enforce department policies and procedures. Design, establish and maintain an organizational structure and staffing to accomplish effectively the organization's goals and objectives.

Supervise assigned personnel. Involves: Supervise directly and through subordinate supervisors. Schedule, assign and review work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, transfer, discipline, and assign merit pay or other employee status changes.

Represent the department in a professional manner. Involves: Meet with Mayor, Council members, boards and commissions members and other officials to inform of departmental activities. Participate and provide support to boards and commissions. Interact with a variety of governmental agencies, other departments, non-profit agencies, homebuilders, contractors, attorneys, neighborhood leaders, private sector officials and others to provide and gather accurate information for community development.

**Knowledge, Abilities and Skills:**

- Comprehensive knowledge of community development and planning principles practices and techniques.
- Comprehensive knowledge of local, state and federal laws, regulations and guidelines governing housing.
- Comprehensive knowledge of neighborhood revitalization methods and techniques.
- Comprehensive knowledge of grant writing skills and techniques.
- Considerable knowledge of housing programs.
- Considerable knowledge of Community Development Block Grant application and control.
- Considerable knowledge of funding resources for project grants.
- Considerable knowledge of budget preparation, personnel records systems and standard general and fiscal administration policies and practices.
- Considerable knowledge of management and supervisory principles and techniques.
- Ability to assess objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department.

- Ability to express oneself clearly and concisely in oral and written communication to prepare and present comprehensive reports to Mayor, Council, City management, federal and state government agencies, businesses and the general public.
- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies, the general public, and individuals from a variety of socio-economic backgrounds.

***Other Job Characteristics***

- Residency within the City of El Paso city limits required by date of employment
- May work extended hours as an executive reporting to City Manager.

***Minimum Qualifications***

Education and Experience: Equivalent to a combination of a Bachelor's degree in social/behavioral sciences, planning, business or public administration or related field, and eight (8) years social or community services administration experience, including three (3) years of Community Development Block Grants administration experience in an "entitlement city" and four (4) years of supervisory or managerial experience.

Licenses and Certificates: None.

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Human Resources Director

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Deputy Chief Administrative Officer